

**Position Requirements Document Cover Sheet****Position Number: 13901****Classification:** Public Affairs Specialist, NH-1035-02**Local Title:****Employing Office Location:** Orlando, FL**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)  
ASA(ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: Business Operations Office3<sup>rd</sup> Div:4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Walter L. Pezzolo**Title:** Business Operations Support Manager**Signature:** // S // R. Reyenga for**Date:** 1/5/06**Higher Supervisor or Manager:** Robert L. Reyenga**Title:** Business Operations Executive**Signature:** // S //**Date:** 1/5/06

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James T. Blake**Title:** Program Executive Officer**Signature:** // S // Michael Lozano for**Date:** 9 Jan 2006**FLSA:** Exempt**Drug Test:** No**Key Position:****Sensitivity:** NCS**Reason for Submission:** New**Previous PD Number:****Envir. Diff:****Acq Posn Category:****Acq Career Level:****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☐ Supervisor ☐ Manager**BUS Code:** 7777 **CL:** 1108**Emergency Ess:** No**OPM Functions Code:****Status:** Competitive**Subject to IA:** No**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:**☐ Confidential Financial☒ Neither**Citation 1:** USOPM PCS FOR Public Affairs Series, GS-1035, TS-53, July 1981**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in the Business Operations Office of the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Public Affairs Specialist, NH-1035-II.

**III. Duties:**

Public Affairs Specialist with responsibility for planning, development, organization and implementation of the public affairs program for PEO STRI, including public information, community relations, and command information programs. Assists in drafting the comprehensive command marketing plan. Under team lead guidance, exercises overall public affairs administrative supervision and policy/planning guidance for PEO STRI, to include Team Orlando.

Drafts and disseminates informational materials to the general public or specialized target groups. Responds to media requests for information about PEO STRI programs and activities. Serves as PEO STRI's point of contact for all media inquiry and coordination and as the official spokesperson of PEO STRI with release authority for command news releases to external media. Maintains professional working relationship with area media representatives. Develops appropriate communication channels, techniques, and strategies for disseminating information to internal/external audiences. Advises the PEO leadership of the best means through which to release information to internal/external audiences.

Advises the PEO and senior staff at PEO STRI on issues of congressional interest and on their interactions with congressional representatives. Serves as PEO STRI's Congressional Liaison Officer. Schedules and coordinates congressional actions for the PEO and senior leadership and visits with Department of the Army (DA).

Serves as PEO STRI's community relations officer and exercises staff supervision over community relations initiatives. Establishes and maintains working relationships with civilian community leaders to identify,

prevent, and or resolve PEO-community problems. Represents PEO STRI in the community arena when appropriate.

Coordinates directly with military and civilian personnel, industry, and various other sources for the purpose of coordination, collection of information and research as it pertains to PEO STRI's mission.

Drafts official articles for the PEO and his senior leadership for internal and external audiences. Responsible for obtaining appropriate clearances for official speeches to be delivered to external audiences by members of PEO STRI. Drafts/initiates the preparation of audiovisual materials to support presentations. Develops and produces special information booklets as required.

Monitors publication of all newsletters and other command information publications produced within PEO STRI.

#### **IV. Factors:**

Factor: 1. - Problem Solving                      Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations                      Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision                      Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication                      Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management                      Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively

accomplishes project/program goals within established resource guidelines.

### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

### **Knowledge, Skills, and Abilities (KSAs) For Qualification Purposes**

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

Skill in assessing public reaction and identifying extent of understanding achieved to evaluate effectiveness of information programs.

Ability to explain significant issues to generally responsive groups or individuals interested in PEO STRI's programs.

Ability to develop new information materials aimed at enhancing the understanding of groups or individuals of the significant issues of PEO STRI.

Skill in the development and execution of a communication plan targeted to educate Army leaders and congressional members and staff on PEO STRI programs.

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ, Members of Congress and their staffs and elsewhere.

Ability to plan and organize work.

Ability to gather, analyze, and present facts.

Ability to interpret and apply rules, regulations, and procedures.

Ability to communicate orally and in writing.

Ability to advise others.